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# MATTERS RELATING TO COMMITMENTS

# FIRST REVIEW OF INFORMATION COMMUNICATED BY EACH PARTY INCLUDED IN ANNEX I TO THE CONVENTION

## Guidelines and procedures for first communications

## Note by the interim secretariat

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# I. INTRODUCTION

## A. Committee mandate

1. At its eighth session, pursuant to a fruitful discussion of document A/AC.237/36 and Add.1 on the first review of information communicated by each Party included in Annex I to the Convention, the Committee requested the interim secretariat to undertake the following tasks (A/AC.237/41, paras. 58-60):

(a) To provide draft guidelines for the preparation of communications from Annex I Parties for consideration by the Committee at its ninth session;

(b) To prepare a paper on methodologies for the assessment of the effects of measures on emissions trends; and

(c) To propose an efficient procedure for distributing and translating communications, including an estimate of the costs of meeting such needs.

2. The Committee also took note of an initiative by a group of countries and organizations included in Annex I and other organizations relating to the preparation of national communications. It proposed that these countries and organizations report to the Committee at its ninth session on the results achieved so that the Committee might take advantage of their contribution.

## B. Scope of the note

3. This note addresses the requests for guidelines and for a distribution procedure. The methodologies for assessing the effects of measures are considered in document A/AC.237/44.

4. The present note builds on document A/AC.237/36 and Add.1 and seeks to reflect the discussions that took place at the eighth session. It should be read in concert with document A/AC.237/44, which addresses methodologies for inventories and methodologies for assessing the effects of measures, and document A/AC.237/46, which, in considering the roles of the subsidiary bodies, addresses issues relating to the process for the first review of information, including supporting analysis and synthesis of communications. Relevant conclusions on these issues will need to be reflected in the guidelines for communications. Any report from the group of Annex I countries on the initiative mentioned in para. 2, above would also be a useful contribution to the consideration of this agenda item.

## C. Possible action by the Committee

5. The discussions at the eighth session highlighted the severe time constraints faced by Annex I Parties in preparing and submitting their first communications. If the Convention enters into force during the first quarter of 1994, these communications will be due by the end of September 1994, at the latest. **A decision on guidelines for the preparation of communications is therefore required at the ninth session if these guidelines are to be available to Annex I Parties in time to be useful.** In the absence of such a decision, the consistency, transparency and comparability of the communications cannot be assured. The diversity in approaches employed

in the preliminary national communications received to date highlights the importance of adopting such guidelines. To fail to do so would have implications for how the process of considering the communications would unfold and for how conclusions might be drawn from that process.

6. In view of this reality, it is proposed that the Committee, at its ninth session, adopt provisionally a set of guidelines for the preparation of communications by Annex I Parties. Guidance is also sought from the Committee on issues surrounding the periodicity of submission of subsequent communications by Annex I Parties. Such guidelines and guidance on periodicity could be reviewed and updated by the Conference of the Parties (COP) pursuant to the experience gained in the first review of information.

7. With regard to the distribution and translation of communications, the Committee is invited to consider the proposed procedure with a view to taking a decision at the ninth session on the procedure to be followed in the period leading up to the first session of the COP (COP 1).

## II. DRAFT GUIDELINES FOR THE PREPARATION OF COMMUNICATIONS BY ANNEX I PARTIES

### A. Convention provisions

8. The Convention offers the following directions on the specific issue of guidelines for the preparation of the communications by Annex I Parties:

(a) The communications shall include "a detailed description of the policies and measures ... adopted" to implement the Article 4.2(a) and (b) commitment (Article 12.2(a));

(b) The communications shall include "detailed information ... on [the] resulting projected anthropogenic emissions by sources and removals by sinks" for the relevant greenhouse gases to the end of the present decade (Article 4.2(b)) and, in the words of Article 12.2(b), "a specific estimate" of the effects that such policies and measures will have on emissions and removals by the end of the present decade;

(c) The communications shall be "in accordance with Article 12" (Article 4.2(b)) which provides that communications shall, in addition to the above, include:

- A national inventory of emissions and removals
- A general description of the steps taken or envisaged
- Any other information deemed relevant

(d) For Annex II Parties, the communications shall incorporate "details of measures taken in accordance with Article 4, paragraphs 3, 4, and 5" (Article 12.3).

## B. Committee discussions

9. The Committee, in its deliberations on this matter at the eighth session, concluded that guidelines for the preparation of the first communications of Annex I Parties should ensure consistency, transparency and comparability of information across communications (see A/AC.237/41, para. 58). The need for some flexibility, taking account of specific national situations, was also recognized. The Committee asked the interim secretariat, in particular, to outline the following:

(a) The minimum core information necessary;

(b) The type and level of detail of data;

(c) Periodicity of submission; and

(d) Methodologies for evaluating the effectiveness of measures undertaken.

It was suggested that the issue of confidentiality of data should be left aside until the need for such rules had been demonstrated. The Committee examined a list of possible common elements to be addressed in communications by Annex I Parties (see annex II to document A/AC.237/36) and other proposals.

## C. Draft guidelines

10. The following guidelines have been developed on the basis of the text of the Convention and the discussion at the eighth session, taking into account the documents prepared for that session and those preliminary communications that have been transmitted to the secretariat. The guidelines have three principal purposes:

(a) To assist Annex I Parties in meeting their commitments under Articles 4 and 12;

(b) To facilitate the process of considering the national communications, including the preparation of useful technical analysis and synthesis documentation, by encouraging the presentation of information in ways that are consistent, transparent and comparable; and

(c) To ensure that the COP has sufficient information to carry out its responsibilities to review the implementation of the Convention and the adequacy of the commitments in Article 4.2(a) and (b);

### Coverage

11. In accordance with Articles 4.1(j) and 12.1(b), a communication would address the full range of a Party's actions to implement all its Convention obligations, including those relating to adaptation, research, education and other actions, in addition to those to limit emissions and enhance sinks. With regard to Annex II Parties, this would include measures to implement Article 4.3, 4.4 and 4.5.

Gases

12. In accordance with Article 4.2(a) and (b), a communication would address anthropogenic emissions and removals of all greenhouse gases not controlled by the Montreal Protocol.

Sources and sinks

13. In accordance with Articles 4 and 12, a communication should address all anthropogenic sources and sinks of greenhouse gases not controlled by the Montreal Protocol. Common source and sink categories would be used (see section on inventories (paras. 20-23) and section on policies and measures (paras. 24-28), below). It would be important, at appropriate points in the communication, to identify emissions from sources as distinct from removals by sinks.

Time horizon

14. Taking account of the provisions of Article 4.2(b), and in accordance with the conclusions of the Committee at its eighth session (A/AC.237/41, para. 42), the year 1990 should be the base year for inventories. Some averaging over a number of years might be considered for some sectors, in accordance with the guidelines developed by the Intergovernmental Panel on Climate Change (IPCC) on this matter and provided that such a procedure were clearly documented. The provisions of Article 4.6 may be relevant in this context for the Parties included in Annex I undergoing transition to a market economy.

15. Countries in a position to do so may wish to include inventory data for more recent years should these be available. This could take the form of a brief update on the 1990 profile. In accordance with the decisions of the COP on periodicity, subsequent communications could be expected to include inventory data for agreed future years.

16. The Convention requires that Parties provide information on projected anthropogenic emissions by sources and removals by sinks (Article 4.2(b)). An effective process for the consideration of such information requires that such projections be provided for at least one common reference year. Taking account of the time period specified in Article 4.2(a), it is proposed that, for the purposes of the first review of information, 2000 be used as the reference year. Parties would also be free to provide information corresponding to any year(s) prior to 2000. In view of the objective of the Convention and the intent to modify longer-term trends in emissions, it could also be appropriate, if so desired, to include projections that go beyond 2000 (for example, 2005 and/or 2010).

Transparency

17. The transparency of national communications is fundamental to the success of the process for the communication and consideration of information. This transparency is particularly important for inventories of emissions and removals and for assessments of the effects of measures.

18. In order to ensure the transparency of communications, Parties would provide documentation that is sufficient to allow a third party to understand calculations and major assumptions contained in the projections. Methods and assumptions would be clearly stated. Models used could be named and, if appropriate, described. Any published source used would be fully referenced.

19. Where appropriate, the level of certainty or uncertainty associated with particular conclusions or calculations could be specified. In cases where quantitative estimates were not possible, qualitative assessments could be useful. For example, efforts to validate assumptions or to estimate the effects of uncertainties in assumptions on emission/removal estimates and projections could be described.

Inventories

20. Article 12.1(a) requires that communications include a national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol. This information would be presented in accordance with the guidelines, as agreed, which are being considered by the Committee under item 2 (a) of the provisional agenda and will be the subject of a report by the IPCC (see A/AC.237/44). These inventory guidelines offer a default methodology available to any country that wishes to use it. Countries that already have an established and comparable methodology could continue to use that methodology, provided that they include sufficient documentation to back up the data presented (see A/AC.237/41, para. 40).

21. Parties could choose to publish detailed inventories separate from, but referenced in, their national communications and to include only the selected minimum information in their communications. In this context, Parties should refer to the information requested in the IPCC "Guidelines for national greenhouse gas inventories: greenhouse gas inventory reporting instructions". Annex I reproduces the IPCC source and sink categories and subcategories and provides an indication as to which ones should be considered as the minimum necessary for the purposes of a national communication.

22. Those Parties wishing to estimate the total contribution to climate change of a basket of greenhouse gases through the use of global warming potentials (GWPs) would do so on the basis of the conclusions on methodologies to calculate the contributions of different gases to climate change (see A/AC.237/44/Add.1). Such estimates would probably have to be based on a fully disaggregated and detailed inventory. A summary table with the original emissions and removals data could accompany any presentation of an inventory done on the basis of GWPs.

23. If possible, it would also be desirable to include some information on historical trends (for example, emissions and removals over the period 1970-1990) so as to put the inventory information in context.

Policies and measures

24. Article 12.2 requires Annex I Parties to communicate information on policies and measures they have adopted to implement their commitments under Article 4.2(a) and (b). Thus, the focus of the section on policies and measures would be on those actions which are being implemented. If Parties wish to include information on measures which are proposed or under consideration, this could be done in a separate section under the rubric of Article 12.1(b) which provides for a general description of steps taken or envisaged. Such a distinction is particularly important in the context of the discussion of the effects of measures, the projection of emissions and the review of adequacy of commitments.

25. A communication would include information on major policies and measures to implement the Convention. This would, at a minimum, include policies and measures adopted at the national level. Policies and measures adopted at the subnational level could also be included but some aggregation may be appropriate to maximize the utility of the information. The level of detail provided would be sufficient to convey a sense of the policy or measure's objective, degree of implementation and results expected. Additional guidance on this is provided in paras. 27 and 28, below. The communications could also note policies and measures that have been adopted in the context of an international or regional effort towards harmonization of national actions.

26. While a communication must include information on policies and measures taken to implement the Convention, it would also be useful to include information on policies and measures that may have been adopted for other reasons but which will have a significant impact on greenhouse gas emissions or removals.

27. How the information is presented will influence the comparability of communications and the resulting aggregation and analysis of data. In their "reports", "plans" and "strategies" issued to date, Annex I countries have used a variety of formats which, while having many similarities, are also marked by differences in categorizations and terminology. In order to enhance consistency and comparability, it may be useful to agree on a recommended approach to the presentation of policies and measures. The following is proposed for consideration:

(a) The overall policy context for the policies and measures adopted could be presented. This could include reference to other relevant polices as well as elaboration of national greenhouse gas targets;

(b) The first level of categorization would be at the sectoral level. The following categories, based on those used in the inventory methodology, the sectors mentioned in the Convention, and the sectors used in existing communications, are proposed:

(i) Energy sector measures (including energy transformation, electricity generation and energy extraction/distribution)

(ii) Transport and traffic sector measures

(iii) Industrial sector measures

(iv) Residential and commercial sector measures

(v) Agricultural sector measures

(vi) Forestry sector measures and land use changes

(vii) Waste management measures

(viii) Cross-sectoral measures

(c) Within each of these categories, policies and measures would be further described or grouped by type of measure or policy instrument. An indicative list of types of measures and policy instruments is attached as annex II. Some flexibility would be required where different types of measures are clearly meant to function as a "package" that works together to reduce emissions. Moreover, because some policies and measures fit into more than one category, some judgement will be required as to their categorization. There should be no double-counting.

28. It would also be useful, where appropriate, to indicate the following:

(a) Whether the policy or measure is compulsory (for example, legislated/regulated or economic instrument) or voluntary;

(b) The status of the policy or measure (for example, whether adopted, partially implemented, or fully implemented) and any information on experience to date;

(c) What milestones or qualitative objectives have been established for the measure; and

(d) The nature of the institutional support to the policy or measure (for example, monitoring, level of enforcement, whether supported by identifiable funds and the amounts of such funds).

Effects of measures

29. Article 4.2(b) provides that Annex I Parties shall communicate detailed information on the resulting projected anthropogenic emissions by sources and removals by sinks for the period in question. Further, Article 12.2(b) requires Annex I Parties to include in their communications a specific estimate of the effects of the policies and measures on emissions and removals for the period in question. For the first review of information, these assessments would, at a minimum, address the effect of the complete package of policies and measures on a Party's total projected emissions and removals with particular reference to the year 2000. To the extent that it is possible, it would also be useful to assess the effect of packages of policies and measures within each sector. The Committee may wish to consider whether it is possible to include assessments of the effects of each and every measure individually.

30. Information on the effects of policies and measures should be reported in accordance with the methodologies to be agreed and which are the subject of a separate discussion in document A/AC.237/44. In the context of the discussion of that document, it would be useful if the Committee could provide preliminary guidance to Parties on this matter for their first communications.

31. Reference or baseline scenarios (that is, the emissions and removals predicted in the absence of the policies and measures described in the communication) are not required by the Convention. The Committee may wish to consider whether the guidelines should encourage Parties to include such a scenario or scenarios in their communications if it believes this would be a useful background to the discussions of emissions projections.

Vulnerability assessment and adaptation measures

32. A communication would review briefly the expected impacts of climate change for the country concerned and outline the actions taken to implement Article 4.1(b) and (e) with regard to adaptation.

Joint implementation

33. The Committee is giving further consideration to criteria for joint implementation (see A/AC.237/49). These criteria are likely to include criteria on reporting of joint implementation activities. Annex I Parties wishing to include information on joint implementation activities in their first communications should take into account the discussion of criteria for joint implementation, and any conclusions thereon, from the ninth session. It would, however, be desirable to ensure that any discussion of the effects of measures distinguishes in a clear and transparent manner, joint implementation measures from domestic measures.

Finance and technology

34. The Convention requires that Annex II Parties report on:

(a) Their provision of new and additional financial resources pursuant to Article 4.3;

(b) The assistance provided in meeting the costs of adaptation pursuant to Article 4.4; and

(c) The steps taken, in accordance with Article 4.5, to promote, facilitate and finance, as appropriate, the transfer of, or access to, environmentally sound technologies or know-how.

35. As a consequence, and taking account of Articles 11 and 21.3, the communications from Annex II Parties would report on actions to meet the above obligations by including:

(a) Information on contributions to the Global Environment Facility for the 1994-1996 replenishment period;

(b) Information on new and additional financial resources provided through bilateral, regional and other multilateral channels in 1992 and subsequently for the implementation of the Convention (Article 11.5), specifying whether such resources are related to climate change mitigation or adaptation; and

(c) Other appropriate information, particularly with regard to technology transfer or access, with a delineation between governmental and private sector initiatives.

36. To the extent that it is possible, the communications could include information on expected future resource allocations consistent with the Convention provisions relating to predictable and identifiable resources (Article 11.3(d)).

Research and systematic observation

37. Pursuant to Articles 4.1(g), 5 and 12.1(b), Annex I Parties would communicate information on their actions relating to research and systematic observation. This would include information on:

- Research on the impacts of climate change
- Modelling and prediction, including global circulation models
- Climate process and system studies
- Data collection, monitoring and systematic observation, including data banks
- Socio-economic analysis, including both of the impacts of climate change and of response options

In order to avoid duplication, research relating to the development, application and commercialization of technology would be considered within the context of the discussion of policies and measures.

38. The communications would address both domestic programmes and contributions to international programmes, including the World Climate Programme, the International Geosphere-Biosphere Programme and the IPCC. They would also reflect actions taken to support related capacity building in developing countries.

39. The communications would be limited to reporting on actions undertaken rather than the results of such efforts. For example, the results of research studies or model runs need not be included.

Education, training and public awareness

40. In accordance with Articles 4.1(i), 6 and 12.1(b), Annex I Parties would communicate information on their actions relating to education, training and public awareness. This would include information on relevant domestic programmes and participation in international activities. For example, the extent of public participation in the preparation or domestic review of the national communication could be reflected.

41. In order to avoid confusion and duplication, it would be useful if education and information activities aimed specifically at limiting emissions or enhancing sinks were considered in the section of the communication on policies and measures.

Special considerations

42. Article 4 of the Convention includes two paragraphs that allow for the provision of special consideration to certain Annex I Parties. Paragraph 6 provides that "a certain degree of flexibility" shall be allowed by the COP to the Annex I Parties undergoing the process of transition to a market economy. Paragraph 10 requires the Parties, in the context of Article 10, to take into consideration the situation of Parties with economies vulnerable to the adverse effects of the implementation measures to respond to climate change.

43. Some Annex I Parties may, in the context of their first communications, seek to be accorded such "flexibility" or "consideration". If this were to be the case, those Parties would be expected to state clearly the special consideration they were seeking and to provide an adequate explanation of their circumstances.

Basic data (national circumstances)

44. Although not explicitly required by the Convention, a Party may wish to provide other information relevant to its greenhouse gas emission/removal profile. This would permit readers to put the information on its implementation of the Convention in context, could help to explain certain trends and would provide data valuable in the analysis and aggregation of the submissions. The information would tend to be "historical" in character, although the appropriate time period would vary from country to country. Relevant information could include the following:

(a) Population profile, for example, growth rates, population density and distribution, with some historical perspective (e.g. 1970-1990);

(b) Geographic profile;

(c) Climatic profile, for example, data on heating and cooling degree days and rainfall;

(d) Economic profile, for example, gross domestic product (GDP), GDP per capita, GDP growth rates, GDP by sector and imports and exports, with some historical perspective (e.g. 1970-1990);

(e) Energy profile, for example, energy consumption (by sector, fuel type, per capita, per unit of GDP), energy intensity and 1990 energy pricing for commercial and non-commercial consumers (including taxes), with some historical perspective (e.g. 1970-1990); and

(f) Social profile, for example, information such as average dwelling size, number of vehicles per capita and per family unit, and personal and freight traffic (billions km/person) by type (air, rail, road and public/private).

The Committee may wish to consider the appropriateness of the above data, and may wish to propose additional ones, with the view to providing useful comparative information.

Reference data

45. The Committee may wish to consider whether, as a complement to the information on policies and measures and national circumstances, it would be useful to include precise reference data on current standards or legislation which would have an effect on greenhouse gas emission/removal profiles, inter alia:

(a) Standards or legislation concerning energy efficiency or emission control, such as that regarding:

- Electricity production
- Industrial equipment and motors
- Institutional/commercial/residential building (envelope) standards
- Institutional/commercial/residential heating, ventilation, air conditioning, lighting and appliances
- Vehicles (including speed limits)

(b) Standards or legislation concerning waste, agriculture, land use or forestry practices:

- Nitrogen fertilizer use or nitrogen content of soils
- Urban and agricultural waste management, including methane recovery from landfills
- Reforestation or afforestation

(c) Legislation concerning the taxation or pricing of:

- Energy products or fuels
- Roads and highways
- Product packaging and garbage, including services

46. Such information would be in the spirit of Article 4.2(e)(i) on the coordination of relevant economic and administrative instruments and of Article 4.1(h) on the exchange of information. It would also result in useful comparative data.

Executive summary

47. A communication should include an executive summary that would present the key information and data from the full document. If the translation procedure proposed below is adopted, the executive summaries would be translated and distributed widely. They could, thus, become important tools of analysis. In view of the limits on translation, it would be useful to envisage an executive summary of no more than 10 pages.

Language

48. Annex I Parties are encouraged to submit their first communications in one of the working languages of the United Nations Office at Geneva where the interim secretariat is located, namely English or French. This would be without prejudice to the ulterior determination of official and working languages for the COP and the subsidiary bodies and for the Convention secretariat. (The issue of translation is discussed below in paragraph 64.)

Length

49. The length of a communication should be decided by the submitting Party. Every effort should be made to avoid overly lengthy communications in order to reduce the paper burden and to facilitate the consideration process.

## D. Periodicity of submission

50. Article 12.5 provides that the COP shall determine the frequency of submission of subsequent communications. The Committee has not yet considered this issue but, as noted above, has asked the interim secretariat to address the matter. This note does not address the issue of periodicity of subsequent communications from developing country Parties.

51. There would appear to be two basic approaches to periodicity. First, Annex I Parties could, on the assumption that the COP will meet annually, submit their communications on an annual basis. This could, however, constitute a significant burden for Parties in terms of the time and resources required to prepare the communications. Questions could also be raised about the amount of new information that would be revealed on a year-to-year basis. Moreover, such an approach would have implications for the process of considering the communications and for the operation of the subsidiary bodies. The Convention institutions would be hard pressed to discharge their responsibilities to consider such a significant volume of communications in any meaningful way. This workload would be even heavier when communications from developing country Parties become due.

52. The second approach would require the submission of communications on a less-than-annual basis. If the Committee were to agree that this was appropriate, it may wish to discuss the following issues as the basis for a conclusion on this matter:

(a) What would be an appropriate interval between communications? Taking account of relevant Convention provisions, such as the schedule for the review of adequacy of commitments (second review not later than 1998) and the timing of first submissions from developing countries, arguments could be made for an interval of two, three or four years. The

outcome of the Committee's discussions of the roles and responsibilities of the subsidiary bodies and the review of adequacy of commitments could also be relevant to a decision on periodicity (see A/AC.237/46 and A/AC.237/47).

(b) Within the interval that is eventually decided, should all communications be due at the same time or should they be staggered with a given number being due in each year? While simultaneous delivery of communications would facilitate their comparability, which might be important in the context of any decisions on the review of adequacy of commitments, it might not lead to the most efficient use of the Convention institutions. Staggered communications would have the advantage of distributing more evenly over a number of years the process of considering the documents. Alternatively, all of the communications could be due at the same time but their consideration could be staggered over a multi-year period.

(c) If the communications were to be staggered, how would the scheduling be decided? The scheduling of the consideration of communications could be determined most simply on the basis of consultations amongst the Parties concerned. Issues that might need to be addressed include whether the communications of all members of a regional economic integration organization should be due and considered at the same time or distributed throughout the timing interval, and similarly, whether the communications from those Annex I Parties that are countries with economies in transition should all be due and considered at the same time.

## III. PROPOSED PROCEDURE FOR DISTRIBUTION AND TRANSLATION

### A. Convention provisions

53. The Convention addresses issues relevant to the distribution and translation of communications only briefly. Article 12.6 provides that the secretariat is to transmit the information communicated by Parties to the COP and to any subsidiary body concerned "as soon as possible". It also notes that the COP may consider further the procedures for the communication of information. The secretariat is further required under Article 12.10 to make the communications publicly available at the time they are submitted to the COP. The Convention does not address specifically the question of whether the communications should be translated.

### B. Committee discussions

54. Document A/AC.237/36/Add.1 raises a number of issues relating to the transmission of information. These include the preparation of summaries, translation, the supply of printed copies by a Party, provision of communications on computer diskette, and procedures for wider distribution. During the discussions several delegations endorsed proposals that communications should include summaries, that these summaries be translated and that computer diskette copies of documents should also be available.

55. The Committee concluded that practical arrangements for distribution and transmission of communications were important (A/AC.237/41, para. 60) and asked the interim secretariat to propose "an efficient procedure", including a cost estimate, for consideration at the ninth session.

## C. Proposed procedure

56. In developing the proposed procedure, the interim secretariat has been guided by three principles:

(a) Efficiency, that is, getting the necessary documents to Governments and others as quickly as possible;

(b) Cost-effectiveness, that is, achieving the desired result at the least cost to the Parties and to the United Nations; and

(c) Environmental responsibility, that is, limiting the reproduction of documents to that which is essential.

57. The following guidelines are proposed for consideration by the Committee. It should be noted that these guidelines address only the distribution of the actual national communications and their executive summaries and do not address any analysis or synthesis documents prepared by or for the organs of the Convention.

### Transmission to interim secretariat

58. Each Annex I Party would, on or before the deadline specified in the Convention, provide the interim secretariat with 500 printed copies of its initial national communication. The interim secretariat may request additional copies. Each Party would also provide the full national communication, including all figures, graphics and annexes on diskette, or via electronic mail (where applicable), in their original software formats, including word processing, spreadsheet and other files. This would help the secretariat in the electronic archiving of the communications and in the preparation and dissemination of any summaries.

### Distribution of communications

59. The interim secretariat would provide two printed copies, in the original language, of each communication to each Party in accordance with the United Nations distribution practices.

60. The interim secretariat would provide one printed copy, in the original language, of each communication in accordance with the United Nations distribution practices to:

(a) The representative of each signatory Government or observer Government;

(b) Interested United Nations offices, programmes, specialized agencies and organizations;

(c) Those intergovernmental organizations participating in the Committee;

(d) Those non-governmental organizations participating in the Committee;

(e) The major reference libraries within the United Nations system; and

(f) The United Nations Environment Programme/World Meteorological Organization Information Unit on Climate Change.

The interim secretariat would also ensure that it has available for public reference a copy of each communication.

61. Additional printed copies would be provided to the above Governments and organizations only to the extent that the interim secretariat had received them from the issuing Government. Parties would be given preference in such subsequent distribution. **The interim secretariat would not reproduce copies of the communications for distribution.** The interim secretariat would refer all other requests for copies to the issuing Government.

62. The interim secretariat would distribute the printed versions of the communications at intervals that balanced the need for speedy circulation with the need to economize resources.

63. The interim secretariat would also make available copies of the communications in electronic form via on-line electronic bulletin boards accessible over the Internet and via Public Data Networks (X.25). Copies would also be provided on computer diskette in response to demonstrated needs. Once the permanent secretariat has been established and its budget determined, consideration could be given to developing a full electronic archive of all national communications (for current and previous years) on CD-ROM and on on-line information systems.

Translation

64. The secretariat would arrange for the translation into the six official languages of the United Nations, of the executive summaries of the communications from Annex I Parties. There would have to be a length limit so as not to overload the translation capacities. Ten pages would appear appropriate.

Summaries

65. The interim secretariat would print, in the six official languages of the United Nations, individual copies of each executive summary received up to a maximum of approximately 10 pages per Party. These would be single documents and would be available on request and in reasonable numbers.

66. The interim secretariat would also publish, in the six official languages of the United Nations, a compilation of the aforementioned executive summaries. Because of the length of this document, however, it would enjoy a more limited circulation than the single summaries. It would be distributed in accordance with the procedures established in paras. 59 and 60 above. In addition, the interim secretariat would retain a limited number of copies for distribution in response to enquiries.

## D. Estimated costs

67. On the basis of the procedure proposed above for the first communications from Annex I Parties, the following rough estimates of the associated costs have been developed for the Committee's information:

| **COST ITEM**<br>Assumption: 25 communications from Annex I Parties received | **ESTIMATED COST**<br>(US dollars) |
|---|---|
| Distribution/mailing | 10 000 |
| E-mail costs | 1 000 |
| Preparing diskette copies | 1 000 |
| Translation (10 pages x 25 communications x 5 languages) | 125 000 |
| Printing costs: | |
| single summaries | 30 000 |
| compilation (2500 copies) | 15 000 |
| TOTAL | 182 000 |

68. For the purposes of the calculation of the estimated costs of the proposed procedure, it has been assumed, based on the current pace of ratifications, that communications will have been received from 25 Annex I Parties by the time of COP 1. It should be noted that some of the above costs would, in normal circumstances, be borne by the United Nations Office at Geneva rather than directly by the interim secretariat. (The allocation of costs of future distribution procedures should be revisited in the light of the decision taken on the permanent secretariat.)

69. In addition to the above costs, several weeks of staff time would be required to manage this process. Some computing capacity would also be needed. These costs are reflected in the estimates of funding needs presented by the interim secretariat (see A/AC.237/54).

Annex I

GREENHOUSE GAS SOURCE AND SINK CATEGORIES
FOR $CO_2$, $CH_4$, $N_2O$, $NO_X$, CO, NMVOC

All main categories and those subcategories that appear in **bold type** are recommended as minimum information for the national communications.

**TOTAL (NET) NATIONAL EMISSION**

**1. ALL ENERGY (FUEL COMBUSTION AND FUGITIVE EMISSIONS)**

**A. Fuel Combustion**

**Energy transformation and electricity production**
**Industry (ISIC)**
**Transport**
**Commercial/Institutional**
**Residential**
Agricultural/Forestry
Energy from Biomass Fuels
**Other**

**B. Fugitive fuel emissions**

Crude oil and natural gas
Coal mining

**2. INDUSTRIAL PROCESSES**

A. Iron and steel
B. Non-ferrous metals
C. Inorganic chemicals
D. Organic chemicals
E. Non-metallic mineral products
F. Other

**3. SOLVENT USE**

A. Paint application
B. Degreasing and dry cleaning
C. Chemical products manufacture/processing
D. Other

**4. AGRICULTURE**

**A. Enteric fermentation**
**B. Animal waste**
**C. Rice cultivation**
**D. Agricultural soils**
**E. Agricultural waste burning**
**F. Savannah burning**

**5. LAND USE CHANGE AND FORESTRY**

A. Forest clearing
B. Conversion of grassland to cultivated lands
C. Logging managed forests
D. Abandonment of managed lands

**6. WASTE**

A. Landfills
B. Waste water
C. Other

Source: IPCC "Guidelines for national greenhouse gas inventories: greenhouse gas inventory reporting instructions", summary tables 23-24, (First draft), October 1993.

Note: Parties may include data for other greenhouse gases, including those controlled by the Montreal Protocol (see A/AC.237/41 para. 39), if they so choose. Discussions are under way involving the IPCC and the Ozone Secretariat on reporting procedures for these gases. Of particular importance would be the alternatives to ozone depleting substances that are not covered by the reporting requirements of the Montreal Protocol, notably HFCs.

Annex II

INDICATIVE LIST OF TYPES/CATEGORIES OF POLICIES AND MEASURES

1. **Economic or fiscal instruments**

   e.g.: Taxes, levies, charges, tolls, deposit/refund systems, tradable emission systems, and loan, grant or subsidy programmes.

2. **Regulatory measures**

   e.g.: Standards and norms, performance checks and mandatory information disclosure.

3. **Voluntary programmes**

   e.g.: Government-industry agreements, actions undertaken voluntarily by industry and energy/environmental auditing.

4. **Education and information programmes**

   e.g.: Information campaigns, product labelling and consumer advice.

5. **Direct Investment**

   e.g.: Government purchase specifications and investments in land use, afforestation or public transportation.

6. **Research and development measures**

   e.g.: Government or industry investment in technology development and demonstration projects.

Note: The examples provided are for illustrative purposes only and do not constitute a complete listing of examples of the types/categories of measures.

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